



## **Mayor's Proclamation Guidelines**

### **Letters of Appreciation/Congratulations**

Letters of Appreciation/Congratulations will be considered by the Mayor at the request Council Member or citizen to knowledge:

- Recognition of individual birthdays, anniversaries, retirements, professional celebrations, and award recipients
- Celebration of achievements and recognizes individuals or organizations for their accomplishments

The letter of appreciation/congratulation will not be presented or read during Council meeting.

### **Certificates of Recognition**

Certificates of Recognition will be considered by the Mayor at the request of a Council Member or citizen to acknowledge:

- Recognition of individual birthdays 100 years or greater, milestone anniversaries 25 years or greater, and award recipients
- Celebration of achievements and recognizes individuals or organizations for their accomplishments that improve the quality of life in Beaumont or bring honor and positive recognition to the City

The certificates will not be presented or read during Council meeting. Presentation at an event is subject to the schedule of the Mayor, Council Member(s), or City staff.

### **Proclamation**

A proclamation is an act that formally declares to the general public that the government has acted in a particular way. It is a written or printed document issued by a superior government executive such as the president, governor or mayor which sets out such a declaration by the government. In this instance the issuance of a proclamation is at the discretion of the Mayor.

Proclamation will be considered by the Mayor at the request of a Council Member or citizen to acknowledge:

- Individual birthdays 100 years or greater
- Local City events
- National or International groups hosting events within the City with a local affiliation in the City
- Local business milestones or anniversaries 25 years or greater

The proclamation will be presented or read during Council meeting. Presentation at an event is subject to the schedule of the Mayor or Council Member. All proclamations **MUST** be presented by the Mayor or a City Council Member.

All applicants **MUST** be residents of the City. The recognized party or parties should be residents or former residents of the City whose actions benefited the City.

**To Request a Proclamation: Contact the office of the Mayor at 409-880-3736 or fill out the [form at https://beaumonttexas.gov/request-a-proclamation/](https://beaumonttexas.gov/request-a-proclamation/)**